



INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on October 15, 2010 (FALL) and February 11, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage at:

http://grapevine.laspositascollege.edu/pbc/InstructionalEquipment.php

Name of Requestor: Cheryl Warren Ext: 1156

Division/Unit : Library

Brief title of request (equipment or materials being requested must be similar, related or part of a system): Library Databases

Request amount (unit cost and total cost, including tax and shipping;. please include all costs, such as installation, modification to existing facilities to accommodate new equipment, etc...; this information should come from the vendor quote):

Table with 2 columns: Item (s) cost, \$

Attach copy of quote(s), estimate(s) and requisition(s).

(Must attach quote & requisition; absence of either will delay processing)

Please provide a brief description of the specific equipment or materials requested, including the # of pieces being requested, and what they will be used for (e.g., 10 crayola crayons, sky blue, etc...) in 250 words or less:

Spring EBSCO database renewal bill: Academic Search Premier Package Columbia Granger's Poetry Library is seeking \$20,152 in IE funds to cover the entire cost of renewing the Ebscohost databases, which represent only a portion of the estimated \$60,000 needed to renew ALL databases during the spring renewal cycle.

Is this in your Program Review? Yes [checked] No [ ]

Please describe how this request is incorporated into your Program Review:

Databases provide students with the research tools necessary for most discipline's assignments. Content in databases includes magazines, newspapers, journals, speeches, reference content, images, sound recordings and audio visuals that include documentaries, plays, etc. Databases support information competency, library instruction, the distant learner and faculty curriculum; all of which relate directly to the Library's Mission and Instructional Program as described in detail in the Library Program Review.

Is it a replacement? Yes [ ] Upgrade? Yes [ ] New technology? Yes [ ]

Please explain?

This is a renewal of existing databases which the library has featured and taught to students individually and in orientations. Library has also provided one-on-one instruction to faculty to enable them to use databases in the classroom and to incorporate database materials into their Blackboard.

Below is the evaluation criteria; please see corresponding Instructional Equipment Rubric at: [http://grapevine.laspositascollege.edu/pbc/documents/PBCInstructionalEquipmentRubric\\_2010-11.pdf](http://grapevine.laspositascollege.edu/pbc/documents/PBCInstructionalEquipmentRubric_2010-11.pdf)

**Teaching & Learning/Impact on Enrollment (Total = 10 points for A& B)**

**A. How will this item have a positive impact on instruction and/or teaching and learning in the classroom?  
Is this for use by the Instructor or students, or both?**

For use by both instructor and student, these databases have a huge impact on teaching and learning. Databases provide online access to magazines, newspapers, journals, reference materials, images, etc.

Not only is online information the preferred choice of today's student but distant learners rely on heavily databases.

The LPC print collection currently does not support very many academic titles because of cost. Numerous disciplines require that their students use an academic peer-reviewed journal.

Since 2004, the Library print budget has shrunk from approximately \$22,000 to \$4,000. As a consequence most print magazines and journals that are available full-text in databases have been canceled. An example, is the prestigious Nature which is the premier journal in the field of science. Because of cost, this journal had to be canceled from the print collection despite concerns by faculty. However, it is provided full-text in the Academic Search Premier database. If this database package is not renewed, then access to the title is completely gone.

Also of concern are the psychology and sociology journals that are used in a wide variety of assignments. Our students will not have access to this content if the EBSCO collection is not renewed. Several LPC faculty have assignments requiring their students to use peer-reviewed academic journals as a means of introducing them to discipline specific research This is seen as important preparation for LPC students going on to the four year college. The Library now has essentially no print academic journals and, like all modern libraries, relies on databases to provide journal content suitable to numerous disciplines. Without these databases, there will be no access for our students to academic journal content.

EBSCO databases are heavily used. The statistics below indicate number of searches by students and faculty which has increased dramatically over time.

SEARCHES	FY05-06	FY06-07	FY07-08	FY08-09	FY09-10	FY10-11
EBSCOhost	76,602	111,072	146,507	244,759	384,973	in progress

**B. How will the equipment impact enrollment, attract, or increase the number of students participating in a course or program?**

Although databases will not directly impact enrollment, attract or increase the number of students participating in a course or program, the content of these databases is essential to numerous assignments across disciplines. A college that does not provide access to database content is severely handicapping its students for both current research and class preparation as well as future preparedness for both 4 year college and life-long learning.

**Outcomes (Total = 10 points)**

**How does this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?**

Database content is used by many disciplines for student assignments that would relate directly or indirectly to that discipline's SLO's. Without access to this content, student research and projects will be affected impacting numerous disciplines.

Databases directly relate to the Library Classes' SLO's. Information competency skills are taught in these classes which must have access to databases for assignments, plagiarism discussions and other class lessons.

**Total Cost of Ownership (Total = 5 points)**

*(This section attempts to identify what the ongoing costs of purchasing this equipment will be to the institution)*

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?
- c) Are there operating costs and how will they be covered by the department?
- d) What will be required to maintain the equipment, such as regular servicing or upkeep?  
**Who will perform maintenance, and what will the estimated costs be?**

Databases are renewed on a yearly basis. The database content is updated frequently as new issues of the corresponding print journals are released by the publisher. Students and faculty are, therefore, ensured of having access to the most current content.

These resources are hosted at the vendors' sites and require no storage or maintenance on the Library part. Students & faculty can access the latest information from these databases on campus or off campus on any computer or suitable electronic device with appropriate internet access. Off campus students log in using their WID# and password. Remote access is particularly important for distant ed classes.

There are no operating costs other than the yearly renewal.

Electronic Resources Librarian provides any contact needed with the vendors to ensure proper access and performance of the product. There is no equipment that needs to be serviced.

**Health and Safety (Total = 2 points)**

**Explain if this equipment responds to a security or health and safety need for faculty and students:**

Although databases do not directly impact health and safety issues on the campus, the EBSCO health databases support students researching health issues for class assignments or personal medical matters. Meanwhile, if students have private concerns about health problems, the databases offer a wealth of reliable medical resources to aide in their decision-making process.

**Visibility/Profile within Community (Total = 1 point)**

**Is this a “flagship” item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?**

All modern colleges, including community colleges, use databases to access journals and magazines as well as other research materials. These databases allow institutions to provide access to many more titles and content than they could possibly afford to buy and house in hard copy form. Databases also extend access to both the on-campus student and distant learner.

Any college not providing students and faculty with research access through databases would not be considered a desirable educational institution. Databases are essential to the support of LPC's curriculum and mission.

**Commitment to Sustainability (Total = 1 point)**

If the equipment exceeds basic sustainability goals or provides renewable resources to the College, provide specific details:

Databases are accessed through the internet requiring no storage space or weeding of old print copies that would then have to be disposed of. Content can be accessed on and off campus.

**Access (Total = 1 point)**

Provide evidence that the requested equipment is consistent with universal design\* and will ensure access above and beyond standard capability.

Much of the database content is available in print and audio to support various learning styles and disabilities. There is also a certain amount of language support to enable bilingual students to better understand the English content.

Other features that ensure access to accommodate different learning styles include: images, icons for different search strategy styles, various means to limit or filter searches, and available tips or helps in finding related content.

*\*Universal design is an approach that addresses and redresses the primary barrier to making expert learners of all students. Some examples include: light switches with large flat panels rather than small toggle switches; buttons and other controls that can be distinguished by touch; bright and appropriate lighting, particularly task lighting; auditory output redundant with information on visual displays; visual output redundant with information in auditory output; contrast controls on visual output; use of meaningful icons with text labels; clear lines of sight to reduce dependence on sound; volume controls on auditory output; speed controls on auditory output; choice of language on speech output. Items incorporating the principles of universal design feature: equitable use; flexibility in use; simple and intuitive; perceptible information; tolerance for error; low physical effort; and size and space for approach and use. (Wikipedia)*

**Signatures (required)**

(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)

Requested by Sheryl Warner Dean/ Unit Head Paula Manway Vice President Just IT Department Signature

LPC VP Admin. Svcs/President \_\_\_\_\_ LPC Business Office Use (Account Number) \_\_\_\_\_





# Community College Library Consortium

## ELECTRONIC INFORMATION RESOURCES COOPERATIVE PURCHASING PROGRAM

A joint endeavor of the Council of Chief Librarians and the Community College League of California

### INVOICE # 5130

TO: Frances Hui  
Librarian  
Las Positas College  
3033 Collier Canyon Road  
Livermore, CA 945507650

Invoice Date: 3/7/2011  
PO Number:  
Acct No: 203

	Description	July 2011 - June 2012	Total
EBSCO		Columbia Granger's Poetry	\$776.00
EBSCO		Premier Package w/o CINAHL	\$19,376.00
		<b>Now Due:</b>	<b>\$20,152.00</b>

*cw*

**Payment is due and should be received by CCLC no later than Monday, April 04, 2011**

Questions regarding this invoice should be directed to Sarah at [sarah@cclleague.org](mailto:sarah@cclleague.org). Send payment with one copy of this invoice to CCLC, 2017 "O" Street, Sacramento, CA 95811.

Effective August 2002 procedures for delinquent invoices are in place. They include a 5% penalty fee and suspension of access to the database(s) when payment is 90 days past the date of issuance on the invoice.